

722

THE
BANK OF ENGLAND'S
VADE MECUM;
OR
SURE GUIDE;

Extremely proper and useful for all Persons who have any Money Matters to transact in the HALL of the BANK, &c. particularly to those who are not practised in that Business.

IN WHICH

Every Office, Place, and the Manner of procuring Notes of every Sort for Cash, or Cash for Notes, is so distinctly described, that the greatest Strangers to the Bank, may with Certainty and Propriety do all they want, without being obliged to ask any Questions of any Persons whatver.

With TWO COPPER-PLATE PLANS.

By a GENTLEMAN of the BANK, &c.

Printed for the AUTHORS;

And Sold by Mr. BECKET, in the Strand; Mr. ROBSON, in Bond-Street; Messrs. RICHARDSON and URQUHART, at the Royal Exchange; and other Booksellers in London and Westminster; and also at Mr. PINCHBECK's Toy-shop, Cockspur-Street.

M.DCC.LXXXII,

[Price One Shilling.]

20

Entered at Stationers Hall, according to Act of Parliament.



INTRODUCTION.

THE Bank of England, though almost universally known, being from Experience found to be not sufficiently understood, particularly the **HALL DEPARTMENT**; and which being certainly the principal Place, where all Money Matters, Notes, Bills, Drafts, &c. are transacted; it is presumed, this Treatise, informing the Public of the Method in general, how to transact that Business, with Ease, Safety, and Dispatch, and also to prevent the numerous Inconveniences which so daily happen, may meet with their Approbation.

By perusing this little Treatise, the Reader will be instructed in the Method,

how to obtain Cash for Notes, or Notes for Cash, Bills, Bank Post Bills, &c. How to reduce a large Note into small ones, or into Cash and Notes, for other Notes; Payment of Drafts in general; Payment on Loan, or Scrip and Lottery, and every other Transaction in the Hall Department.

PLAN

PLAN of the HALL.

No.

- 1 **I**S the Desk where you write your Name and Place of Abode, as directed in this little Treatise.
- 2 Are the Places where the Cashiers sit, with the Words CASHIERS wrote on the Pillars over their Heads.
- 3 Are Nine Tables, where the Tellers pay you, and have the Words TELLERS wrote over their Heads.
- 4 Is the Door of the Passage to the Accomptants and other Offices, as mentioned in the Plan of that Passage hereto annexed.
- 5 Is the Drawing Office, which is on your Left Hand as soon as you enter the Hall.
- 6 Is the Bill Office, and is under the great Window, at the End of the Hall, adjoining to the Drawing Office.

A Under this Letter fit the Entering Clerks, who furnish you with Bank Notes for Cash.

B & H Under these Two Letters, fit the Clerks who furnish you with small Bank Notes for large ones.

Post Bills Under these Words, which are wrote against the Wall, is the Office where all the Business relating to Bank Post Bills is conducted.

7 Over this Door is wrote, *The Way to the Bullion Office*; which Office is on the Right Hand, at the End of the Passage.

8 Is the Door to the Treasury.

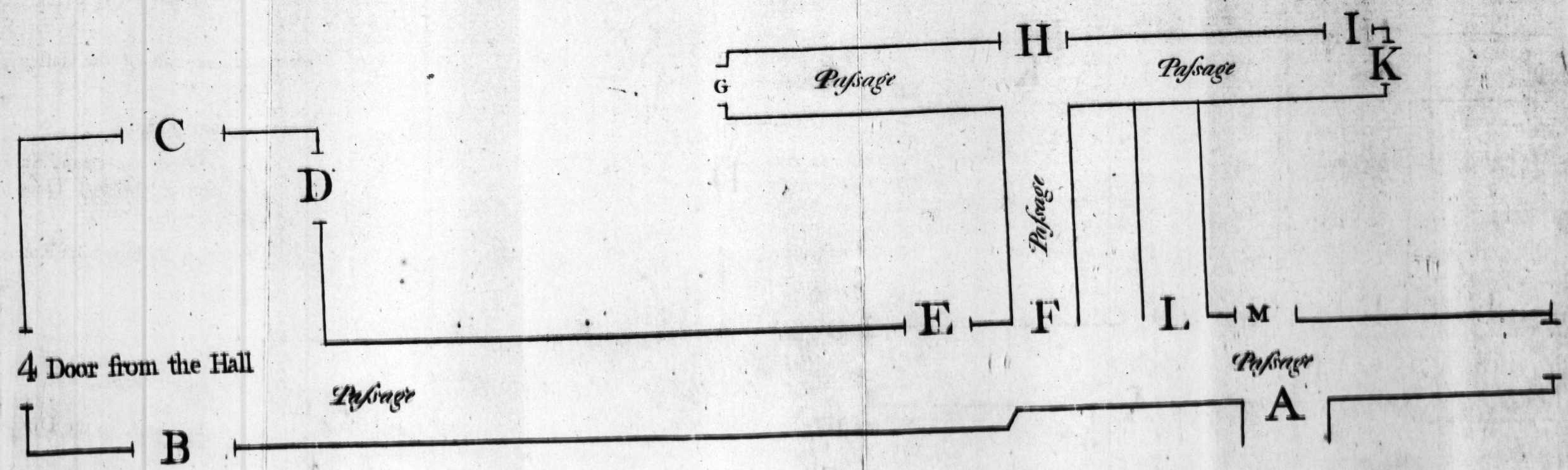
9 Are the Tables on which the large Scales stand, and on which you count, weigh, or examine Money.

10 Are likewise Tables for counting and examining Money.

11 Is the Fire-place.

3
2
e
1
e
e
e
e
y
e
d
e
u
%.
e
7

Plan of the Passage



PLAN of the **PASSAGE** that leads
out, at the **Left Hand Corner** of
the **HALL**, to various **OFFICES**.

N^o 4 **I**s the Door-way out of the Hall into
this Passage.

A Is the Accomptants Office.

B Is the Cashiers Office, for Loan, Scrip,
and Lottery, and is the first Door on
the **Right Hand** in this Passage.

C The grand Door to the Directors Room,

D Another Door to ditto.

E The Coffee Room.

F A Passage to a Back Passage.

G A back, or private Door, to the Directors
Room.

H A sham Door facing you, with the
Words, *Chancery Office on the Right
Hand*, wrote over it.

I The real Door to the Chancery Office.

K The Discount Office, wrote over the Door.

L Are the Stairs that go up to the BANK NOTE and EXCHEQUER OFFICES, and to the SECRETARYS OFFICE, the Names wrote over the Doors. The two first are both in at the same Door, on the Right Hand, as soon as you are up one Pair of Stairs; and the last is on the Left Hand, facing them, and the Words

SECRETARYS OFFICE
up These Stairs,

are wrote against the Wall at the Bottom of the Stairs.

M Is a private Door to the Accomptant General's Office.

MODE of PROCEEDING.

Common Bank Notes.

IF it be a common Bank Note that you want to exchange in any Manner, and which Note has not been cut asunder, nor has been dated, or in Currency more than Twelve Months; the first Thing you have to do, is to go to the Desk, which stands by itself to your Left Hand on your entering the Hall, facing the great Window, and is marked in the *Plan of the Hall* (1), where you will find Pens, Ink, and Sand; and there write your Name and Place of Abode, between the two dotted Lines at the Top, in the Front of your Note.

When this is done, and your Note is only to obtain Cash, you present it to one of the Cashiers, through the little Rails, at one of the Desks on each Side of the Dial, marked in the *Plan* (2) (2), with the Words CASHIERS wrote against the two Pillars over their Heads, who will sign, and return it to you; when
you

you must carry it to one of the Tellers, at their Tables, under the Statue of King William, or to any of the other Tellers under the Window on your Right Hand; all of which Tables are marked (3) in the Hall Plan; and the Words TELLERS are likewise wrote against the three Pillars over their Heads; who will give you Cash for it, and your Business is done.

But if it be a Note that has been issued out, or is dated more than a Year back, before you come to present it, or if it has been cut or torn asunder, and pasted or wafered together; you must then carry it to the *Accomptants Office*, to be examined before you present it to the Cashiers, for what you may want to have done with it. The Way to this Office, is in at the *Passage Door*, almost facing you, on your Left Hand, as soon as you enter the Hall, marked in that Plan (4), and is the last Door in that Passage to your Right Hand, marked A, where any of the Clerks will examine, and mark it for you, when you will present it to the Cashiers, as you do an uncut Note, who will sign it, and then you carry it (as before directed) to one of the Tellers, who will pay you.

It is exceedingly necessary always to observe, that all Bank Notes, that have been coined, or are more than a Year old, which are brought for Payment, or are to be exchanged for other Notes, must first be examined in the Accountants Office, as must all Post Bills that are in the same Predicament. The Reason for such Examination is very obvious, because it frequently happens, that Notes are coined *wrong*, and besides, it is often the means of restoring lost Property.

Bank Notes for Cash.

Again, if you want *Bank Notes* for Cash, pay your Money to any One of the Tellers, at their Tables, marked (3) in the Plan, as before mentioned, and tell him what Note or Notes, you want for it; he then gives you a Ticket, which you present through the little Halls to one of the Clerks, who sit under the Letter A on the Right Hand Side the Dial, and they will accommodate you. But if you want a Parcel of Notes, take a Slip of Paper, which you will generally find ready, at the Desk marked (4), and write down what you want, and take it to Letter A with the Ticket. As for Instance, suppose

suppose you pay the Teller 50/. and you want 5 Ten Pound Notes. You then write on the Slip of Paper, your Name, and five tens or five 10/. Notes, as you fancy. Then the Clerks at Letter A will accordingly make out your Notes, which you must be particularly careful to get signed by one of the *Cashiers*, who sit under the Dial (as before mentioned) before you take them away, and this must always be done with every new Note you receive.

A large Note to be broke into small ones.

Again, if you have a large Note to be broke into small ones, you must write your Name and Place of Abode, between the Lines on the front of the Note (as before directed); then on a Slip of Paper, set down what you want. For Instance,

William Hebb, Cockspur-street.

£1,000 1 £100

4 £ 50

4 £ 20

62 £ 10

£1,000

Then

When shew it through the Rails to the Clerks
 to sit under the Letter (H) or (B), who will
 immediately make out such Notes as you apply
 for, which, when you are called to take, or
 have claimed, be sure to get signed by one of
 the Cashiers, as before directed. But if, as
 sometimes happens, when you present your
 Slip, or Direction, at (H) or (B), that the Clerks
 in those Books may be hurried in Business,
 then go to the Letter (K) in the *Bank Note*
Office, which is opposite the Secretarys Office up
 the Stairs, marked (L) in the Passage, or to the
Chancery Office, No. (4), in the same Passage;
 either of which Offices they will do your
 business.

Some Money and some Notes.

Again, if you have some Money, and some
 Notes, which you want to Exchange into a
 Note or Notes, you must (as aforesaid) first
 write your Name and Place of Abode on any
 one of the Notes, then write down what you
 want on a Slip of Paper; pay your Money
 only to one of the Tellers, as before directed,
 and shew him the said Slip of Paper; he will
 then give you a Ticket for the Money he has
 received, which Ticket, with your Notes and
 B Slip,

Slip, you are to take to Letter (A), as before mentioned; there the Clerks will accommodate you according to your Direction, and the Notes you receive you must always be careful to get signed by a Cashier.

Bank Post Bills.

If you want *Bank Post Bills* for Notes, the first Thing to be done, is to take a Slip of Paper, and write what you want (this is called a Direction). As for Instance, you want to remit to your Correspondent in the Country 100*l.* you are then to write, 10 Bank Post Bills of 10 *l.* each, payable to Frederick Khuff. Value received of John Smith, No. 11, Watling-Street; this Direction you are to present at the Post Bill Office, opposite the Scale in the Hall, and they will make out your Post Bills for you, which you must get signed by a Cashier, as before directed.

If you have some Money and some Notes to pay in for Bank Post Bills, write down what you want on a Slip of Paper as before, and pay your Money *only* to one of the Tellers, and give him that Slip or Direction, and he will

before
modate
d the
careful

all return you a Ticket for your Money, and
to your Direction, which Direction, and
Ticket, and Notes, you are to give to the *Post*
Bill Office as aforesaid.

es, the
lip o
called

If you have a common Bank Note or Notes
y, to change for *Bank Post Bills*, to the
ne Amount, you then only write your Di-
ction, and give it with your Note or Notes
the Clerks in the *Post Bill Office*.

ant to
ountr
c Post
Khuff
Wat
o pre
Scale
r Post
ed by

But if it is a Draft on the Bank, which
u have to pay for *Post Bills*, first write your
ame and Place of Abode on the Back of the
raft, then write your Direction on a Slip of
per for what *Post Bills* you want, and shew
to the Drawing Office, which is on the Left
and as soon as you enter the Hall, marked in
e Plan (C), and the Clerk will give you a
ticket and your Direction; both of which
u are to carry to the *Post Bill Office* as
fore directed.

otes to
a wha
e, and
Tellers
and h
wi

Post Bill or Bills to be accepted.

If you have a Post Bill to be accepted, shew
at the *Post Bill Office*, or if you have one

for Payment, that is one that has been accepted Seven Days, which you may always perceive on the Front of the Bill, just above the Sum, then you must write on the Back of the Bill, *Received the Contents, W. L. No. 16, Strand* and shew it to the Post Bill Office, always telling the Clerk how you would chuse to have it paid. If in a *Bank Note*, he draws a Ticket on (A) as before mentioned and refers you to it; if in Money, he gives a Ticket to the Tellers. Here it is exceeding necessary to observe, that Bills, as well as Notes (whether for Payment or Acceptance) which have been cut, or are more than a Year old, must be examined in the *Accomptants Office* in the Manner first set forth in this Treatise.

N. B. Post Bills that want to be accepted must not be left at the Office, but are to be returned immediately; and it must always be remembered, that they are never paid till Seven Days after they have been accepted.

Bank Post Bill for an equal Bank Note, &c.

Again, if you want a Bank Post Bill in exchange for a Note of the same Sum, the Clerk

clerks in the Post Bill Office will do the Busi-
 ness. But if you bring more than is necessary
 to pay for it, that is, suppose you bring a
 100 l. Note, and want a Post Bill or Bills to
 the Amount only of 40 l. and the Residue in
 Cash, you must then write your Name and
 Place of Abode between the two Lines on the
 Front of the Note, then shew it to a Cashier,
 and he will mark it for you; then on a Slip
 of Paper write your Direction for what Post
 Bills you want, which Direction, together
 with your Note, you are to take to the Tellers,
 who will then give you 10 l. in Cash, and a
 Ticket, with your Direction, to the Post Bill
 Office, and the Clerks there will do your Busi-
 ness. But if you want the Overplus in a 10 l.
 Note, instead of Cash, the Clerks in the Post
 Bill Office will do your Business.

Drafts on the Bank.

If you have a Draft on the Bank, first write
 your Name and Place of Abode on the Back;
 then shew it to the Drawing Office, on your
 Left Hand, as before directed, telling the Clerks
 how you would have it paid; if you choose

Notes only, they will refer you to the Clerks on the Right Hand, under the great Window; there wait till the Notes are given you; if you choose Cash, they will give you a Ticket, which you are to take to one of the Tellers.

N. B. Drafts on the Bank, are Cheques delivered from the Discount Office, to Gentlemen who keep Cash at the Bank.

Bills laying due.

If you have a Bill on you lays due at the Bank, and you want to take it up, apply to the *Bill Office*, marked (6), under the great Window on your Left Hand in the Hall, adjoining to the Drawing Office.

Cashiers Office for Loan, Scrip, or Lottery.

If you want to make a Payment on Loan or Scrip, or Lottery, you must pay it into the *Cashiers Office* for that Purpose, which Office

the Office is in at the first Door on the Right
and in the long Passage (4), leading to the
Comptants Office.

To stop Payment of Notes or Bills.

If you want to stop Payment of a
Secretary's Note you have lost, or a Bank Post
Office. Bill which you have sent into the
Country, and have had no Acknowledgment of,
apply to the Secretarys Office, which Office is
on one Pair of Stairs, marked (L), at the Bot-
tom of the Passage No. (4), almost facing the
Comptants Office, with these Words wrote
against the Wall at the Bottom of those Stairs:

SECRETARYS OFFICE
Up These Stairs.

Bank Note Opposite the Secretarys Office,
and Exche- up the same Stairs on your Right
quer Office. Hand, are the Bank Note and Ex-
chequer Offices, both in at the same
Door, with the Names wrote over the Door.

N. B. *Always attend the Exchequer Office by
Ten in the Morning.*

Likewise

Likewise in this Passage (4) on the Left Hand before you come to the Stair-cases, is a Passage marked (F), that leads to another Back Passage in which Back Passage, facing you as you enter it, is a Blank Door, on which is wrote

The Chancery OFFICE On the Right Hand.

And at the further End of this Passage is the

Discount Office. Discount Office, with the Words Discount OFFICE wrote over the

Door, where all Bills and Notes are discounted; and close to this Door, to the Left,

is the real Door to the Chancery Office, with the Words Chancery OFFICE

Chancery Office. wrote in the Corner over the Door,

where all Drafts drawn by the Accomptant General are paid, first getting them

chequed in the Four per Cent Office,

Four per Cent. Office. (the Way to which Office is, when you enter the Court Yard of the

Bank from Threadneedle-Street, you go up some Steps on your Right Hand, then turn

to your Left, and that brings you to it) which, when you have got chequed, then you must

take them to the Chancery Office above mentioned, and tell them what you want. If a

Bank Note or Notes, you will have them at

that

Office. If Cash, they will give you a Ticket for them to the Tellers in the Hall.

If you should ever have any Business at the Bullion Office, the Way to it is, as soon as you enter the Hall, to cross over to the Door that faces you on the Right Hand, passing by the Post Bill Office, and at the End of that Passage on the Right Hand is the Office.

No Addition of Pounds can be made to any Note, or Post Bill, between 10*l.* and 15*l.* between 15*l.* and 20*l.* but Shillings and Pence may, as for Instance, on a 10*l.* Note, you may add from 10*l.* 0*s.* 1*d.* to 10*l.* 19*s.* 11*d.* to a 15*l.* Note the same. And Pounds, Shillings, and Pence, may be added to any 10*l.* Note or upwards. For Instance, from 10*l.* 0*s.* 1*d.* to 29*l.* 19*s.* 11*d.* from 30*l.* 0*s.* 1*d.* to 39*l.* 19*s.* 11*d.* and so on.

The Business in general as before mentioned, may be transacted every Day in the Year, from Nine to Five, except Sundays, and the three following Days, viz. January the 30th, September the 2d, and Christmas-Day.

General Remarks.

If you have a Certificate or Cheque from the Exchequer for a Prize in the Lottery, they are paid in the same Office where you receive your Money for Dividends; that is, when you enter the Bank Court-Yard in Thread-needle-Street, turn to your Right Hand, and up those Steps the first Door on the Right Hand, wrote over, **DIVIDEND WARRANTS PAID HERE.**

Let every one please to observe, that when he has paid his Money to the Tellers, and receives a Ticket for his *Money paid in*, never to take that Ticket away, but carry it to the Place it is designed for.

The Public are earnestly desired to pay due Attention to the above Remark, as it very frequently happens, that people take these Tickets away, for want of knowing better, and give themselves a great deal of Trouble; for if the Tickets are carried away, the Business they came to do, is left undone.

A D D E N D A.

THE Authors of this little Treatise, (which, from the Opinion of many of our Friends, to whom they have privately shown it, they flatter themselves will be found very useful), thinking it might be farther agreeable to those who are quite (or rather) strangers to the Dividend and Transfer Offices, to be informed where to apply to the Gentlemen Stock-brokers, to have Business of what Sort transacted, or where to receive their several Dividends;—hope the following additional Information will be found likewise useful.

The Way to all these Offices is as follows :

As soon as you enter the Court-yard of the Bank, from Thread-needle-Street,—you will on your Right Hand see a Door, ascended to by four Stone Steps, with the Words TRANSFER OFFICES wrote over the Door, which leads you to a large Lobby, in which the First Door on your Right Hand, is the Office where all Dividend

Dividend Warrants are paid, with the Word
wrote thus over the Door :

DIVIDEND WARRANTS.

PAID HERE.

And on your Left, is the Door-way that lead
you into the great Rotunda, where all the
Stock-brokers assemble from Eleven till One
to do the Stock Business: and in at the Right
Hand of this Rotunda, with these Words
wrote in this Manner over that Door, at
the Offices for the following Purposes:

CONSOLIDATED

£. 3 PER CENT. ANN^s.
from Letter L to Letter Z.

3½ PER CENT. ANN^s. 1758.

And on the Left Hand, with these Words
wrote thus over that Door, are the follow
ing Offices:

£. 4 PER CENT.
ANNUITIES.

SHORT ANNUITIES, 1777.
CHANCERY.

The Door-way to this Rotunda, which
faces you as you come into it from the Court
Bar

nk, leads you into another spacious Lobby;
 the Right Hand of which, is a large Door,
 at which are the following Offices con-
 ned :

CONSOLIDATED
 £. 3 PER CENT. ANN.
 from Letter A to Letter K.

28 YEARS ANNUITY.

£. 3 PER CENT. ANN. 1726.

£. 3½ PER CENT. ANN. 1758.

and in at the Left Hand Door, opposite, are
 the following Offices:

BANK STOCK.

LONG ANNUITY.

REDUCED ANNUITIES.

The Door that faces you, coming out of the
 Stunda, carries you immediately into Barthe-
 new-Lane.

CON.

C O N T E N T S.

Page

INTRODUCTION	—	—
<i>A Plan of the Hall</i>	—	—
<i>A Plan of the Passage to the Accomptants and various Offices</i>	—	—
<i>How to get Cash for a Bank Note</i>	—	—
<i>Notes or Post Bills that have been joined, or have been 12 months issued, where to be examined</i>	—	—
<i>Way to the Accomptants Office</i>	—	—
<i>How to get a Bank Note for Cash</i>	—	—
<i>How to get a large Note reduced into small ones.</i>	—	—
<i>How to exchange Notes and Cash into other Notes</i>	—	—
<i>How to obtain Bank Post Bills</i>	—	—
<i>Post Bills for Acceptance &c. must be exa- mined, and where.</i>	—	—

C O N T E N T S.

	Page
<i>Drafts on the Bank</i>	17
<i>and where, to take up Bills that lay due</i>	18
<i>to the Cashier's Office, for Loan, Scrip,</i>	
<i>or Lottery</i>	18
<i>and where, to stop Payment of a</i>	
<i>Note, or Post Bill</i>	19
<i>to the Secretarys Office</i>	19
<i>Bank Note and Exchequer Offices</i>	19
<i>Discount Office</i>	20
<i>Chancery Office</i>	20
<i>4 per Cent. Office</i>	20
<i>Bullion Office</i>	21
<i>how to add odd Pounds, Shillings, or Pence</i>	
<i>to Bank Notes or Bills</i>	21
<i>marks.</i>	22
<i>denda.</i>	23

F I N I S.

COPIES OF THE

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

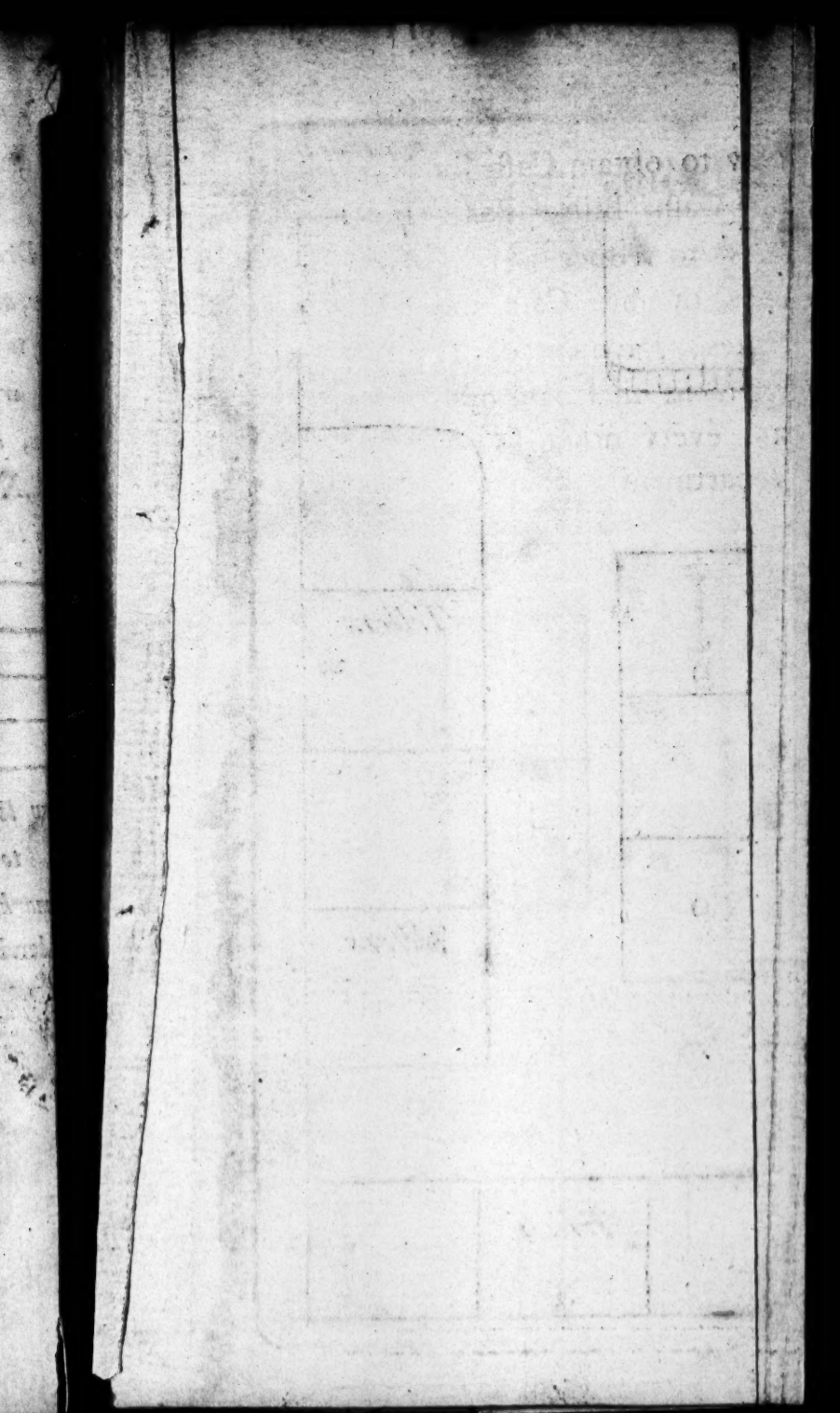
18

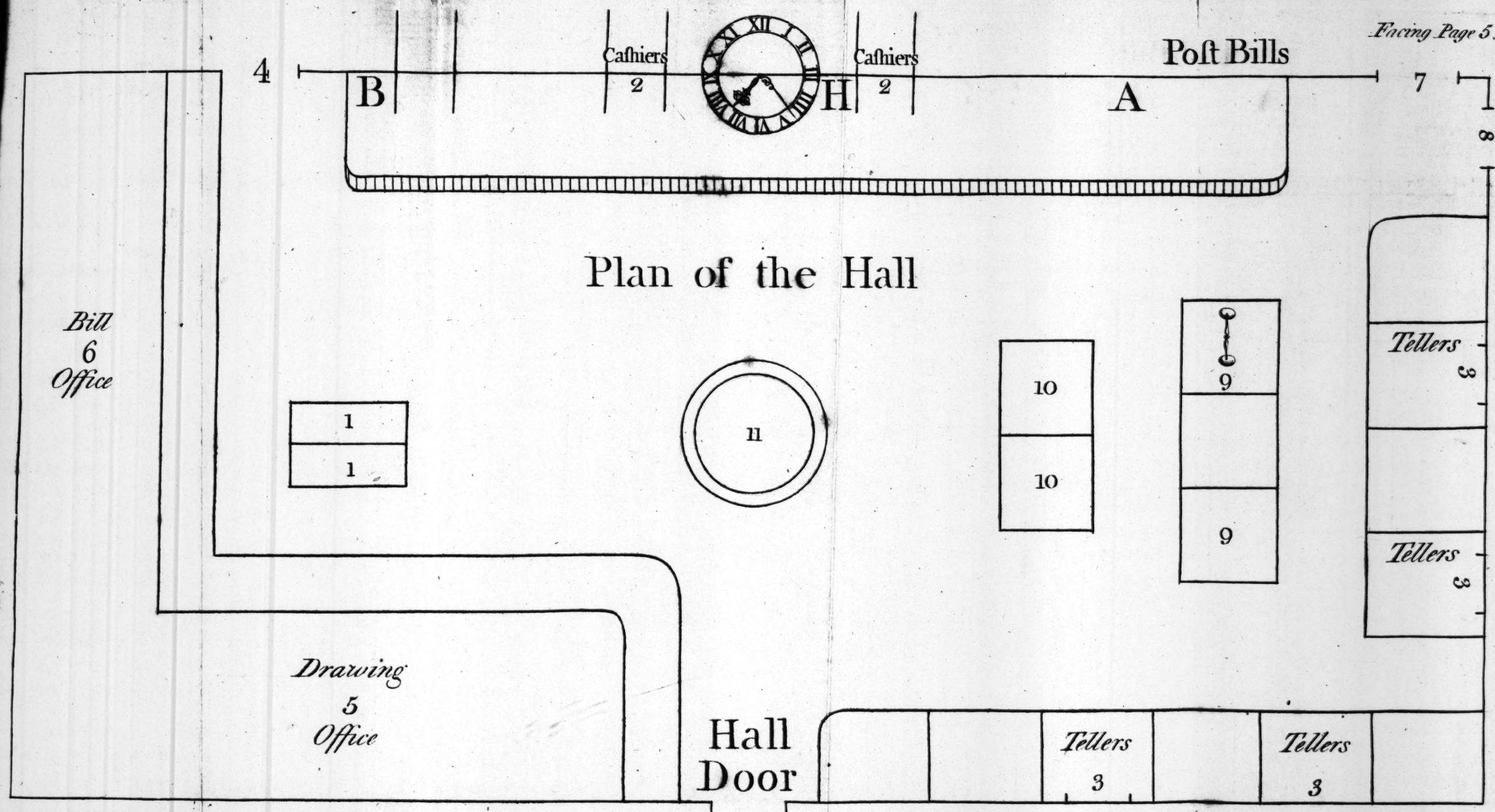
19

20



THE MUSEUM





Plan of the Hall

Bill
6
Office

Drawing
5
Office

Hall
Door

Tellers
3

Tellers
3

Tellers
3

Tellers
3